

# San Diego Community College District Curriculum and Instructional Council

APPROVED

Meeting of April 24, 2008  
2:00 PM—District Office—Muir  
Location, Z-405

## MINUTES

### **PRESENT:**

|                  |  |
|------------------|--|
| Bergland, Yvonne | Acting Vice President, Instruction—Mesa College                                    |
| Cheung, Cecilia  | Librarian—City College (substitute for Libby Andersen)                             |
| Ellison, Brian   | Vice President, Instruction & Student Services—Continuing Education                |
| Gustin, Paula    | Curriculum Chair—Mesa College  |
| Hess, Shelly     | Dean, Curriculum & Instructional Services—District Office                          |
| Ingle, Henry T.  | Vice Chancellor, Instructional Services, Planning & Technology—<br>District Office |
| Lombardi, Jan    | Curriculum Chair—City College  |
| Manzoni, Ron     | Vice President, Instruction—City College   |
| Murphy, Carol    | Curriculum Chair—Miramar College   |
| Neault, Lynn     | Vice Chancellor, Student Services—District Office ( <i>Ex Officio</i> )            |
| Weaver, Roma     | Curriculum Chair—Continuing Education  |

### **ABSENT:**

|                  |   |
|------------------|---|
| Andersen, Libby  | Articulation Officer—City College                                       |
| Matthew, Esther  | Representative, Academic Senate—Continuing Education                    |
| Parker, Juliette | Articulation Officer—Mesa College                                       |
| Short, Duane     | Academic Senate Representative, Articulation Officer—Miramar<br>College |
| Vincent, Bill    | Vice President, Instruction—Miramar College                             |

### **STAFF:**

|                   |   |
|-------------------|---|
| VanHouten, Laurie | Curriculum Analyst, Curriculum & Instructional Services—District Office |
| Nasca, Shannon    | Senior Secretary, Curriculum & Instructional Services—District Office   |

# San Diego Community College District Curriculum and Instructional Council

*Shelly Hess called the meeting to order at 2:02 p.m.*

## **I. MINUTES AND AGENDA**

### **A. Approval of: April 10, 2008 Minutes**

*The minutes were approved.*

*M/S/P (Bergland/Gustin)*

### **B. Approval of: April 24, 2008 Agenda**

Added to the Agenda:

Art—Fine Art Program Description

Banking 104, Principles of Loan Processing

Geography 104, World Regional Geography

Real Estate 120, Real Estate Practice

*The agenda was approved as amended.*

*M/S/P (Bergland/Manzoni)*

## **II. CURRICULUM REVIEW/APPROVAL**

### **A. Approval of Curriculum**

*The curriculum was approved by consent.*

*M/S/P (Lombardi/Gustin)*

### **B. Approval of Program Changes**

No program changes.

### **C. Approval of Continuing Education Curriculum**

No Continuing Education curriculum.

### **D. Approval of Continuing Education Program Changes**

No Continuing Education program changes.

## **III. OLD BUSINESS**

### **A. Associate Degree GE Requirements**

Shelly Hess reported at the April 10, 2008, CIC meeting the Council decided that further discussion was needed with constituents from Mesa College regarding the fourth General Education (GE) option. [1. *San Diego Community College District General Education and District Requirements*. (See \_\_\_\_\_ College catalog page\_\_.); 2. *CSU General Education Breadth (CSU GE Pattern)*. (See - \_\_\_\_\_ College catalog page\_\_.); 3. *Intersegmental General Education Transfer Curriculum (IGETC) pattern*. (See \_\_\_\_\_ College catalog page \_\_.); 4. *San Diego Community College District General Education and additional courses needed to meet all lower division general education requirements of an accredited U.S. postsecondary institution which awards the baccalaureate degree, as detailed in an inter-institutional articulation or transfer agreement and certified by a City, Mesa, or Miramar College counselor (see \_\_\_\_\_ College catalog page\_\_).]*

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Hess asked Paula Gustin if Mesa College was able to discuss the item at their campus. Gustin replied yes, and she had taken it to Counseling and the Deans Council. Mesa College had no changes. Hess referred the Council to the Associate Degree GE Requirement handout of the catalog mock-up. She asked the Council if there was further discussion.

Gustin asked if the Counselors do find difficulty with the fourth GE option, would the Council be able to revisit the topic and make appropriate changes. Hess answered yes and all three colleges would have to agree on the changes.

Ron Manzoni stated the fourth GE option [*as listed above*] includes the District General Education and additional courses for other institutions' General Education pattern. He continued once a student has satisfied the District GE, which is 18 units, the student then is essentially finished and has met the requirement. When we are advising students, rather than following IGETC or CSU GE, the student can follow the District GE option and add the transfer institution requirements. Manzoni expressed concern because the fourth option requires the evaluators to find out what the other institutions' general education requirements are. Additionally, the evaluators will have to check to see if the students took those requirements. Manzoni questioned whether it is a necessary step as it would be a rather onerous task for the evaluators if they have to review the other institutions' requirements. Laurie Van Houten followed her understanding is that the counselors certify what the transfer institutions' courses are. A student has to sign a form before they can complete the fourth GE option; therefore, it will already be determined for the Evaluators. The Evaluators will not have to check on the other institutions' requirements. Van Houten added this practice is already being done.

Lynn Neault stated she met with the Evaluators. She handed out a packet to the Council. Neault informed the Council the Evaluators do not understand why the District is granting degrees with a GE package based on a transfer institutions' requirements. Hess stated the fourth GE option language is permissible according to Title 5.

Neault referred to the handout she gave the Council and explained it was a process proposed by the evaluators for the fourth GE pattern option. The Council discussed issues, questions and concerns further. Gustin stated she supports the process; however, she was not comfortable approving the process at this CIC meeting. She felt the counselors need to be informed and consulted before the Council votes to approve the evaluator's proposed process. Neault offered to bring the proposed process to the Student Services Council (SSC) for approval since there are counselors on the SSC. The Council agreed to have Neault bring the proposed process to the SSC meeting for Counselor approval. Hess stated the Associate Degree GE Requirements and the Process for Option IV General Education Pattern will be tabled until the May 08, 2008, CIC meeting.

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## B. Experimental and Special Topics Courses, Procedure 5300.2

Hess informed the Council that the Articulation Officers had not seen the revised Experimental and Special Topics Courses, Procedure 5300.2 and that she would like to hold off voting on it until the Articulation Officers had an opportunity to provide feedback. She notified the Council the procedure had been revised to clean up the language and include clearer explanations of Experimental and Special Topics Courses along with examples for each one. Jan Lombardi clarified the revised procedure had not yet been to the campuses' Curriculum Review Committees (CRC) or the Academic Senates. Carol Murphy asked if there was any change to the wording of Special Topics Courses because City College had been using Special Topics Courses instead of Experimental Courses. Van Houten answered they have been called Special Topics Courses but the courses have been treated as Experimental as it is defined in the procedure.

Brian Ellison recalled in the System Handbook there is a reference to Experimental Topics Courses and the number of times they can be offered before they are either discontinued or they are submitted for review and approval as a permanent course. He recalled it is three times not two years. Van Houten read from procedure that Experimental Topics Courses can be scheduled twice in a two year period and can be offered once more if it is approved by the Vice President and in the process of being proposed as a permanent course.

Neault asked if the focus area would be on the course title on the section of the class. Hess answered yes. Van Houten added the focus areas will also be on the course. The focus areas will be designated similarly to the 265 courses, for instance with "A" being one focus area, "B" another and "C", etc. There will be a catalog record in ISIS for each focus area. Neault stated that catalog records are submitted to MIS. There is a catalog record in ISIS, which is sent to the state and will be assigned a unique number, but it will not be in the catalog. The discussion continued and the Council expressed concerns regarding MIS reporting. Hess will research the Council's concerns.

## C. Curriculum Approval Calendar

The Council made a few corrections to the Curriculum Approval Calendar 2008-2009 Academic Year.

*Action: The Curriculum Approval Calendar 2008-2009 Academic Year was approved.*  
M/S/P (Gustin/Lombardi)

## IV. NEW BUSINESS

### A. Catalog Language—State Approvals

Hess explained to the Council one of the colleges recommended placing the non-compliant degrees in the catalog with the following sample statement for each degree: "The Associate in Arts Degree in Psychology has been submitted to the California Community Colleges System Office for approval effective in fall 2008.

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Miramar College will not issue this degree until state approval has been received.” if State Approval was not received before the catalogs are printed.

Henry Ingle asked the colleges if they had submitted their non-compliant degrees to the state. Hess replied City College sent their Liberal Arts and Sciences Degree and Certificate of Achievement on April 18, 2008. Yvonne Bergland replied Mesa College would be submitting their degrees early next week. Murphy replied Miramar College would be submitting their degrees this week or the beginning of next week.

Neault expressed that she does not feel the statement or the degrees should be in the catalog if not approved by the time it goes to print. She thinks the District should do either an addenda or delay the catalog production and publication. Ellison added one option, as a notice to students, would be to add the non-compliant degrees online and include the pending state approval statement.

Neault asked what the latest date is to delay the printing of the catalogs. Hess answered the catalogs are printed in June and the colleges would receive the catalogs in July. The latest date to delay the printing of the catalogs needs to be determined by how late the students could receive the catalog before it impacts Fall registration. Neault stated for July the District would only need internal catalogs for the Counselors to work with. She continued that it would be made clear that the non-compliant degrees have not yet been approved. Ingle suggested circulating a near final draft by the middle of June. Neault stated it would be nice to find out how late the catalog can be delayed, send out notice that the catalog is delayed pending the degrees, and work out an internal working copy to be provided to counselors and evaluators.

### B. Hours to Units

Hess informed the Council that the Title 5 subcommittee met on Monday April 21, 2008, to review the new regulations on Hours to Units ratio. The Subcommittee determined the District needs to be proportionate in our scheduling of Hours to Units. Hess continued there is a little flexibility with the State Systems Office. She referred to the Hours to Units handout in the Council’s packet and read, “For example, a course for which 3 units is awarded may meet 4 hours a week over a semester and still be in compliance with these regulations if it is determined that the increased classroom time serves to decrease outside study time.” The Subcommittee decided if for some reason classes need to be scheduled over the proportionate hours there would need to be a note in CurricUNET that explained why. Additionally, the Subcommittee created an Hours to Units grid, for internal use only, to give a guideline for scheduling hours and developing units.

One of the new Title 5 regulations states that the course outline of record needs to include the total hours of the course. The Subcommittee decided to add the range of the minimum that can be scheduled up to the maximum. In addition to the scheduled hours the Subcommittee determined the study time outside of class could be added as well.

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Neault suggested the footnote on the handout be clear of the weekly hours. She continued it would be much clearer if the footnote is moved. Hess reiterated the grid is for internal use only, but the change would be made.

Manzoni stated one group of courses that need attention are the intercollegiate sports. The intercollegiate sports courses are less of a problem for Miramar College because they have less of those courses than City and Mesa Colleges. Manzoni explained the courses at City and Mesa colleges are 10 hours to 2 units. Either the hours need to be decreased or the units need to be increased. Manzoni suggested that the City and Mesa Athletic Directors or Deans meet to discuss the issue. He stated City College's preference is to drop the hours to 8.

Lombardi asked if a list could be compiled of the courses that are not compliant with the new Hours to Units regulations. Hess stated the District Instructional Services Office will compile a list.

### C. Spring Roll—Timeline

Hess informed the Council she received a note from Neault with a request to move the Spring Roll timeline forward one month early to May 10, 2008. She continued the date does not give the District Instructional Services Office time to create the CALT table. After some discussion the Council decided not to move the Spring Roll timeline up one month and leave it in June, 2008.

### D. Curriculum Walked—In

#### *Geography 104, World Regional Geography*

Murphy explained to the Council that Geography 104 needed to be approved because of the articulation agreement with San Diego State University (SDSU). Van Houten added that the District Instructional Services Office would change the SAM Code to area "E".

*Action: Geography 104, World Regional Geography was approved for Miramar College. M/S/P (Gustin/Bergland)*

#### *Real Estate 120, Real Estate Practice*

Murphy explained to the Council that Miramar College wanted to offer Real Estate 120 via distance education in the Fall semester. An online component was added to the course.

*Action: Real Estate 120, Real Estate Practice for distance education was approved for Miramar College. M/S/P (Gustin/Lombardi)*

#### *Banking 104, Principles of Loan Processing*

Murphy explained to the Council that Miramar College wanted to offer Banking 104 via distance education in the Fall semester. An online component was added to the course.

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*Action: Banking 104, Principles of Loan Processing for distance education was approved for Miramar College.* M/S/P (Lombardi/Gustin)

## *Art—Fine Art Program Description*

Murphy explained the program description changed for Art—Fine Art. The Fine Art department wanted to changed the wording slightly.

Hess clarified since the program area was changed in CurricUNET, when the description is changed it applies to all of the programs at that campus.

*Action: The Art—Fine Art program description was approved for Miramar College.* M/S/P (Gustin/Lombardi)

## V. **STANDING REPORTS**

### A. Curriculum Updating Project

Van Houten informed the Council that the integration project numbers had not changed since the last CIC meeting; however, after this CIC meeting the number of courses awaiting integration would go down.

### B. CurricUNET Steering Committee

Roma Weaver reported the Continuing Education CurricUNET site was turned on and would be going live. Ellison thanked Weaver for all of her hard work and coordination.

### C. Student Services Council

Neault informed the Council the Student Services Council discussed the categorical site visits, self-study and accreditation.

### D. State Academic Senate

Lombardi informed the Council she attended the State Academic Senate Spring Plenary Session. At the plenary session a resolution was passed to have the faculty create a glossary for SLO vocabulary and to determine what the term SLO really means. Last year during the assessment movement there was an Assessment Taskforce formed that reported to the Board of Governors in January. The taskforce was attempting to align the English 101 courses across the state. Lombardi stated there is not money to carry out the attempt at alignment.

Lombardi stated there was a basic skills breakout session. There are 5 new goals for the coming year. There will be regional State Academic Senate meetings at Mesa College from June 9 to June 10, 2008. August 10-13, 2008, is the Summer Teaching Institute.

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## E. Chief Instructional Officers

Ellison informed the Council he serves on a state-wide taskforce that is reviewing course repetition in the area of non-credit instruction. He stated the next meeting is April 25, 2008. Ellison stated one interesting thing from the last meeting was, a representative from the department of finance said to leave the decision to the colleges for local determination. The taskforce is working on a proposal.

## F. Articulation Officers

No report.

## VI. ANNOUNCEMENTS

A. The May 08, 2008, meeting will held at the District Office—Muir location, room Z-405.

B. The District and General Education Patterns list will be sent to the Council on Friday April 25, 2008 for review. The list will be added to the May 08, 2008, agenda for approval.

### C. Handouts:

1. April 24, 2008 CIC Meeting Agenda
2. Draft Minutes from the April 10, 2008 CIC meeting
3. Curriculum Summary
4. Associate Degree GE Requirements Mock-Up
5. Draft Changes to 5300.2 Regarding Experimental and Special Topics
6. Draft Curriculum Calendar 2008-2009
7. Catalog Language—State Approvals Mock-Up
8. Policy 55002.5 Credit Hour Explanation
9. System Office Credit Hour Regulations and Guidelines
10. Hours Required per Unit
11. Curriculum Updating Project

## VII. ADJOURNMENT

*Hess adjourned the meeting at 3:36 p.m.*